

# WATLING GARDENS TMO LIMITED

## Board Meeting

Held on Wednesday 26<sup>th</sup> February 2014

7.30pm – 9.00pm

Location: Community Hall (Block C)

Present:

|                       |              |
|-----------------------|--------------|
| Paul Anderson (PA)    | Manager      |
| Jeanette Ahearne (JA) | Co-opted     |
| Kieran Bradley (KB)   | Chair        |
| Eng Chew (EC)         | Member       |
| Pauline Fell (PF)     | Co-opted     |
| Stuart Leveridge (SL) | Member       |
| Peter McCauley (PMc)  | Treasurer    |
| Willy Walsh (WW)      | Member       |
| Zara Newton           | Member       |
| Ryan Dolan (RD)       | New Co-optee |

Apologies: Geraldine Keady (GK), Claudia Perez (CP), Paula Mackmurdie (PM).

| Item | Description  | Actions |
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| 1.   | <b><u>Welcome &amp; Apologies</u></b><br>GK, CP & PM all gave apologies.   |         |
| 2.   | <b><u>Declaration of interests</u></b><br>RD works at Brent in the IT section.   |         |
| 3.   | <b><u>Vote to co-opt new number (Ryan Dolan)</u></b><br>Board members unanimously agreed to appoint RD as a co-opted member. .   |         |
| 4.   | <b><u>Minutes of 29/1/14 &amp; Matters Arising</u></b> <ul style="list-style-type: none"><li>• Page 1; regarding issues in relation to signatories Pa has written to the bank for clarification.</li><li>• Page 2; feedback on sharing a consultant – PF will liaise with PA about this.</li><li>• Leaseholder update – item carried forward to next meeting</li></ul> <p><i>Minutes of 29/1/14 &amp; Matters Arising continued</i></p> <ul style="list-style-type: none"><li>• Fire safety work; this is now all up to date. KB met with PA</li></ul> |         |

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|    | <p>and discussed concerns about the rubbish chutes. Residents put a lot of rubbish down the chutes which causes pipes to block. Around 40 chutes blocks each week– this is very costly (est £10k each year). PA has undertaken efforts to inform and educate residents as suggested by BHP. Some of the items disposed down the chutes include wardrobes, vacuum cleaners and other large things JA noted ‘sealing’ the chutes could create more problems. If chutes are locked people will use landings as rubbish dumps and cause fire hazards.</p> <ul style="list-style-type: none"> <li>• Page 4; Board members agreed Helen the gardening volunteer is doing excellent work. JA informed all about the pending delivery of trees for planting</li> <li>• Page 5; in relation to ‘document approval and review of existing documents’ KB &amp; PA met and perused all documentation. No changes were made.</li> </ul> |  |
| 5. | <p><b><u>Treasurer’s Report</u></b></p> <p>5.1 PMC though it was a good month with no unexpected issues. SL queried who ‘Greg’ was and KB confirmed he is a consultant. Giresh and PA will compile a draft budget on Friday. PA and PMC should meet and review the draft budget – Board officers should also attend that meeting.</p> <p>5.2 A general meetings will be needed in April to approve both the budget and annual report.</p> <p>5.3 Board members briefly discussed Brent Council’s involvement in energy/gas aspects at Watling Gardens.</p>   |  |
| 6. | <p><b><u>Leaseholder’s report</u></b></p> <p>Item carried forward to next meeting.</p>   |  |
| 7. | <p><b><u>Manager’s report</u></b></p> <p>7.1 In relation to the Management Modular Agreement (MMA) PA advised the Board to either agree it now or discuss at another meeting. PA asked if there were any queries arising.</p>  |  |

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|  | <p><i>Manager’s report continued</i></p> <p>7.2 Board members votes on MMA;</p> <ul style="list-style-type: none"> <li>• ‘Bad debts’ Clause 11, Option B – majority voted in favour</li> <li>• ‘Void waivers’ Clause 12, Option B - majority voted in favour</li> <li>• ‘Selection of tenants’ Clause 3, Option C - majority voted in favour</li> <li>• ‘Right to Buy’ Clause 17, Option B - majority voted in favour.</li> </ul> <p>7.5 Board members noted potential tenants come via Brent Council. JA felt there is an option to decline individuals as some</p> |  |
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|     | may be unsuitable to live amongst young people etc. There are data protection considerations about information shared.   |  |
| 8.  | <p><b><u>Fire Safety Work</u></b></p> <p>8.1 Personal affects – these include rugs, bicycles, prams and so on. ZN and KB felt rugs and plants do not constitute fire safety risks; JA noted such items legally have to be removed.</p> <p>8.2 RD wondered if there were any options or guidance on what formed a fire risk. PA felt the guidelines were conflicting. RD recalled being told he could not keep his bike under his window. The bike is now in the hallway, which is a trip hazard. ZN felt the communal cleaning is more of a risk – it often looks like water is just thrown on the floor. <b>ACTION: PA is to obtain clarification on what constitutes a fire safety breach. The item is to be on next meeting’s agenda.</b></p> <p>8.3 With regards to a master key, a door had to be broken so the police could gain access. RD and ZN expressed some concern at having a master key. JA felt the master key was only for Gerda locks. Board did not support the idea of the office holding a master key</p> |  |
| 9.  | <p><b><u>Issues in relation to confidentiality</u></b></p> <p>9.1 PA arranged for noise nuisance monitoring equipment to be installed at a residence. However, the report produced showed there was no issue with noise. Since then the resident alleged that PA informed the neighbours about noise monitoring.</p> <p>9.2 JA advised PA to refer the resident to Brent Council for further assistance. SL noted this is a prolonged situation and involves a child with learning difficulties.</p> <p>9.3 PF advised both PA and KB to ensure that Watling Garden’s complaints procedure is adhered to. PA recalled contacting Brent Council about this matter previously; PA had advised the affected resident to progress complaints to stage 2 - this was not done.</p>   |  |
| 10. | <p><b><u>NFTMO</u></b></p> <p>The conference will be in June 2014, London event on 25/3/14. Anyone wishing to attend should inform PA by 15/3/14. KB explained his preference is that new Board members attend. PF noted the workshops are good and there are excellent opportunities to network.</p>  |  |
| 11. | <p><b><u>Any Other Business</u></b></p> <p>None noted.</p>   |  |
| 12. | <p><b><u>Date of next meeting</u></b></p> <p>26<sup>th</sup> March 2014.</p>   |  |